



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY NETWORK ENTERPRISE TECHNOLOGY COMMAND/**  
**9<sup>th</sup> ARMY SIGNAL COMMAND**  
**2133 CUSHING STREET**  
**FORT HUACHUCA, ARIZONA 85613-7070**

NETC-EST-D (25-1a)

19 AUG 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001A, Army Messaging Standards for Exchange**

1. Reference, ARMY NETOPS CONOPS Version 1.0, approved by CIOEB, 29 Oct 02.
2. IAW reference, NETCOM is responsible to exercise TECHCON for all organizations that operate and maintain portions of the Army Enterprise Infostructure (AEI). NETCOM TECHCON Implementation Memorandum Number 2003-001A, at enclosure, provides technical guidance that will be issued to facilitate the attainment of an integrated GIG – Army Infostructure.
3. NETCOM TECHCON Implementation Memorandum Number 2003-001A supercedes TECHCON Implementation Memorandum Number 2003-001. TECHCON Implementation Memorandum Number 2003-001A provides guidelines for standardizing Exchange Naming across the Army Enterprise to include NIPR, SIPR, and all other Army networks. Applying this standard is the first step in enabling the Army to build effective Global Address Lists at will and will promote simpler, more consistent migration to Active Directory and Exchange 2003.
4. The NETCOM/ESTA POC for this action is Robert Bachert, DSN 821-1855, or Commercial (520) 538-1855, email address Robert.Bachert@us.army.mil

Encl

**JOE C. CAPPS**  
Director, Enterprise Systems  
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NETC-EST-D

SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001A

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SUBJECT: NETCOM TECHCON Implementation Memorandum Number 2003-001A

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# **NETCOM TECHCON**

## **Implementation Memorandum**

**U.S. ARMY ENTERPRISE SYSTEMS TECHNOLOGY ACTIVITY**  
**Fort Huachuca, AZ 85613-7070**

### **NETCOM TECHCON**

**Implementation Memorandum Number 2003-001A**

**Subject: Army Messaging Standards for Exchange**

**Date of Issue: 19 Aug 2004**

**Date of Required Compliance:**

**Date of Expiration/Suppression: Until Rescinded**

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**POC: Robert Bachert, (520) 533-1855**

**Robert.Bachert@us.army.mil**

The purpose of this NETCOM TECHCON Implementation Memorandum is to provide guidelines for standardizing Exchange Naming across the Army Enterprise to include NIPR, SIPR, and all other Army networks. The current "Standards for Electronic Mail Naming" is located on the Army DOIM Home Page. This standard will be adhered to along with the supplemental changes indicated below. By complying with this standard, the migration to Active Directory and Exchange 2000 will be easier and implemented in a more consistent manner.

Current "Standards for Electronic Mail Naming" URL:  
<http://doim.army.mil/armyexchangestandards.html>

**Schedule: Changes in accordance with this NETCOM TECHCON Implementation Memorandum will be made in conjunction with Active Directory migration and NLT 30 September 2004. By adhering to this standard, users will be more easily migrated into Exchange 2003 in a consistent manner.**

**Paragraphs 3, 6, and 7 of the Standards for Electronic Mail Naming are clarified for technical implementation within the Army.**

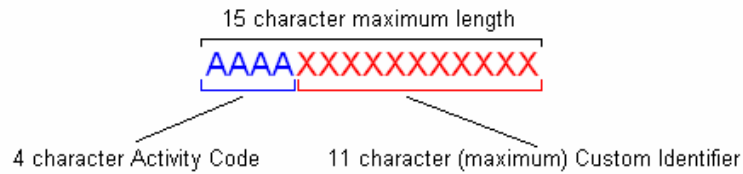
3a. Exchange Servers will follow the "Army Enterprise Infrastructure Directory Services Naming Conventions and Standards Document" located at:

<https://www.us.army.mil/portal/jhtml/dc/sf.jhtml?doid=1168523>

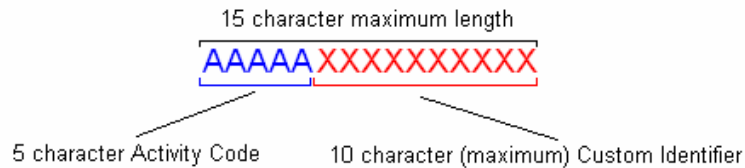
The following is an excerpt of that document.

- 1) Computer Objects include such things as computers, servers, workstations/desktops, and laptops. These devices are security principals and each must have a security account in an Active Directory. In the future, additional devices may become directory service enabled (i.e., PDA) and will comply with these guidelines.
- 2) All Windows 2000 Objects (domains, computers, etc) registered in DNS and Active Directory must conform to RFC 1035 (standard Internet characters (A-Z, a-z, 0-9, and -)). No other characters (including underscores or blank spaces) are permitted.
- 3) Computer Objects will be named to ensure uniqueness throughout the Army Enterprise. The following naming standards will apply to all Computer Objects.
  - a. Computer Object names are limited to 15 characters in length to conform to NetBIOS naming requirements.
  - b. The Computer Object name MUST begin with the four (4) to six (6) character Activity Code (from Appendix C).
  - c. The remaining nine (9) to eleven (11) unused characters of the Computer Object name will comprise the Custom Identifier.

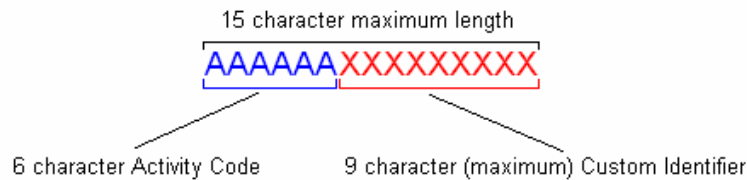
#### Location with a 4 character Activity Code



#### Location with a 5 character Activity Code



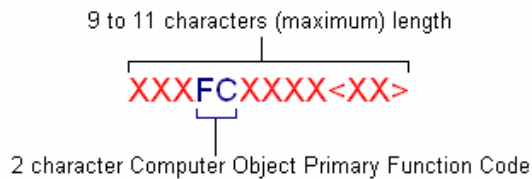
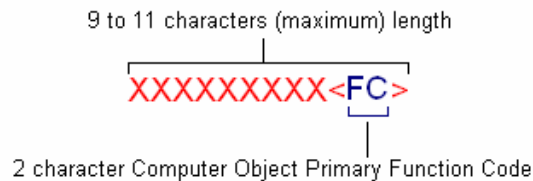
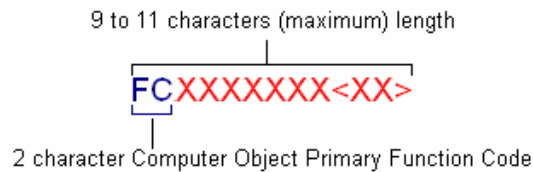
#### Location with a 6 character Activity Code



A = Activity Code character    X = Custom Identifier character

- d. The Custom Identifier is assigned by the organization or local personnel to identify their equipment.
- e. The Custom Identifier can consist of any sequence of Standard Internet Characters that will help identify the equipment, with the following exception.
- f. The Custom Identifier must include a two (2) character Computer Object Primary Function Code from Appendix D to identify the function of the equipment. This two (2) letter function code may be placed anywhere within the nine (9) to eleven (11) character Custom Identifier.

### Function Code placement within the Custom Identifier



- g. The minimum character length for the Custom Identifier is two characters. A two (2) character Custom Identifier would contain only the mandatory function code from Appendix D.
- h. The maximum length for the Custom Identifier will vary from nine (9) to eleven (11) characters depending on the length of the associated Activity Code.

3b. DMS (Defense Messaging System) Servers will follow the existing naming standards for DMS located in “DMS Recommended System Design Architecture (SDA), release 3.0, dated 15 Dec 2001, section 4.4 (Naming Conventions)”. This technical clarification is not meant to change the current naming standards for DMS.

6. All Army email implementations will follow the Army PKI standards for Default “Reply To” address which is to use the users AKO email address.

**Technical clarification has been included at end of paragraph 7 of “Standards for Electronic Mail Naming” for contractors, and foreign nationals. Technical clarification for Distribution Lists related to position based email accounts is also included. Changes/additions are identified with (\*\*).**

**7. Account Display Name Format:** Last name, First name MI [GenQual] [Title]  
Organization/Office

- Components:
1. Last Name
  2. First Name and Middle Initial and Generational Qualifier
  3. Title or Rank (from User Account Field "Title")
  4. Organization is the Army organization the user is affiliated with
  5. Office is for use with contractor accounts to identify the company they are with (from User Account Field "Company")

NOTE: Use NO periods, and only ONE COMMA after the last name; use BOTH upper and lower case. Generational Qualifier refers to Sr., Jr., II, III, and other generational identifiers; this identifier is omitted when it does not apply to a person's name. The Title or Rank component can indicate Mr., Mrs., Ms., Dr., or other naming prefixes. The component may also be used to indicate a job title, military rank, or other appropriate title.

Examples: Doe, James R LTC NETCOM  
Smith, John A Jr Mr TRADOC

NOTE: These instructions are meant to match the Display Name field to the DMS Common Name (cn) field, with the addition of the Organization/Office at the end.

(\*\*) Contractors will be identified: Last name, First name MI [GenQual] [Title]  
Organization (Office)

Example: Doe, James R Mr ESTA(CSC)

(\*\*) If the contractor is non-US contractor, the address will be identified with  
FN = Foreign National, example Last name, First name MI [GenQual] [Title]  
Organization(Office) FN

Example: Doe, James R Mr ESTA(CSC) FN

(\*\*) If the Foreign national is a US Government employee the address will be identified with USGOVT FN = U.S. Government Foreign National, example: Last name, First name MI, [GenQual] [Title]USGOVT FN

Example: Doe, James R Mr USGOVT FN

(\*\*) Note: Distribution List (DL) Display Name Format for DLs forwarding to position based SIPRNET email accounts.

SIPRNET/NIPRNET email accounts are usually named with regard to the office or position instead of an individual's name. This can make finding the email address of an individual difficult in the Global Address Book (GAL) unless the name of their mailbox (based on position) is known. To allow name resolution based on an individual's name to occur for a position based email account, a Distribution List will be created using the individual's name as the display name. This Distribution List contains the individual's position based email account as its member so any email addressed to the individual is passed directly to the position based account. The name of the Distribution List allows



for effective name resolution to an individual when sending email in Outlook without knowing the name of the position based email account of the recipient. This is a mandatory naming directive for SIPRNET based email accounts.

The format for the display name of the Distribution List shall follow the same convention as that used for the Account Display Name Format outlined above. The Alias Name used for the Distribution List will have the same format as described in the “Standards for Electronic Mail Naming” document found at:

<http://doim.army.mil/armyexchangestandards.html>